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കേരള സർക്കാർ
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കേരള ഗസറ്റ് KERALA GAZETTE

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
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PART III

University of Calicut

(Administration Branch)

NOTIFICATION

No. 5315/AD-A-ASST-4/2012/CU.

7th January 2014.

It is hereby notified that the details of Services rendered by Calicut University and the Time Limit fixed for rendering of the same in accordance with the Kerala Right to Service Act 2012 and approved vide University Order No. 7184/2013 CU dated 31-12-2013.

A. Time Limit prescribed for Discharge of Services in the University

The Services rendered by various branches of the University and its Time Limit determined in consultation with representatives of service organizations and students and approved by the Hon'ble Vice-Chancellor, is hereby notified for implementation of Kerala State Right to Service Act 2012 as the First Phase (Annexure I) in the University of Calicut (Schedule), stipulated time limit.

B. Designated Officer

As per Kerala State Right to Services Act 2012, "designated officer" means an officer designated as such, under section 3 for providing the services, as per the provisions of the Act. In University of Calicut, Section Officers will be the 'Designated Officer' for the respective section as per KSRS Act 2012. If there is no section officer, Assistant Section Officer/Assistant, Senior Grade/Assistant or any other officer responsible for the same, as the case may be, will act as the 'Designated Officer'. As per Section 5 of the Act, the designated officer shall (1) on receipt of an application for service by an eligible person, without prejudice to the provisions of any law for the time being in force, provide the service or reject the application within the stipulated time limit. In case of rejection, he shall state the reasons for the same in writing and shall intimate to the applicant forthwith.

(2) An application received under sub-section (1) shall be duly acknowledged by the designated officer or by the officer authorised by him to receive such application.

(3) The stipulated time limit shall start from the date on which the application is received.

C. Appeal

(1) Any person, who does not receive the required service within the stipulated time or whose application is rejected under sub-section (1) of section 5, may file an appeal to the first appellate authority, within thirty days from the date of rejection of the application or on the expiry of the stipulated time limit, in such manner and on payment of such fee, as may be prescribed :

Provided that the first appellate authority may admit the appeal after the expiry of the period of thirty days if the authority is satisfied that the appellant had sufficient cause for not filing the appeal in time.

(2) The first appellate authority may direct the designated officer to provide the service within a specified period or may reject the appeal.

(3) An appeal under sub-section (1) shall be disposed of within a period equivalent to that of the stipulated time limit.

(4) Any person aggrieved by a decision of the first appellate authority may prefer an appeal to the second appellate authority within sixty days from the date of decision of the first appellate authority, in such manner and on payment of such fee, as may be prescribed:

Provided that the second appellate authority may admit the appeal after the expiry of the period of sixty days if that authority is satisfied that the appellant had sufficient cause for not filing the appeal in time.

(5) The second appellate authority may direct the designated officer to provide the service within a specified period or he may reject the appeal.

(6) Where the second appellate authority, finds that there is no sufficient reason for not giving the service within the stipulated time limit he may, along with the direction to provide the service, impose penalty as provided in section 8.

(7) An appeal under sub-section (4) shall be disposed of within a period equivalent to that of the stipulated time limit.

(8) Where the designated officer does not comply with the direction given by the first appellate authority under sub-section (2) of this section, the person aggrieved by such noncompliance may file an application directly to the second appellate authority and such an application shall be disposed of in the same manner in which a second appeal is to be disposed of under this Act.

(9) Where the designated officer does not comply with the direction for providing the service under sub-section (5) of this section, then the person aggrieved by such non-compliance may file an application directly to the second appellate authority and such an application shall be disposed of in the same manner in which a second appeal is to be disposed of under this Act.

D. Procedure to be followed in appeal

(1) The first appellate authority and the second appellate authority, while deciding an appeal under this Act, shall have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908 (Central Act 5 of 1908) in respect of the following matters namely:—

- (a) Requiring the production and inspection of documents;
- (b) Issuing summons for hearing the designated officer and the appellant; and
- (c) Any other matter which may be prescribed.

(2) Any person aggrieved by a decision of the first appellate authority may prefer an appeal to the second appellate authority within sixty days from the date of decision of the first appellate authority, in such manner and on payment of such fee, as may be prescribed :

Provided that the second appellate authority may admit the appeal after the expiry of the period of sixty days if that authority is satisfied that the appellant had sufficient cause for not filing the appeal in time.

(3) The second appellate authority may direct the signated officer to provide the service within a specified period or he may reject the appeal.

(4) Where the second appellate authority, finds that there is no sufficient reason for not giving the service within the stipulated time limit he may, along with the direction to provide the service, impose penalty as provided in section 8.

(5) An appeal under sub-section (4) shall be disposed of within a period equivalent to that of the stipulated time limit.

(6) Where the designated officer does not comply with the direction given by the first appellate authority under sub-section (2) of this section, the person aggrieved by such noncompliance may file an application directly to the second appellate authority and such an application shall be disposed of in the same manner in which a second appeal is to be disposed of under this Act.

(7) Where the designated officer does not comply with the direction for providing the service under sub-section (5) of this section, then the person aggrieved by such non-compliance may file an application directly to the second appellate authority and such an application shall be disposed of in the same manner in which a second appeal is to be disposed of under this Act.

First Appellate Authority

In University of Calicut, the Controller of Examinations (Exam Wing), Head of the Department (Departments), Directors/Co ordinators/Principals/HoD of Controlling Unit/concerned will be the First Appellate Authority KSRS Act 2012 of the respective Branches/Offices.

Second Appellate Authority

In University of Calicut, the Vice Chancellor will be the 'Second Appellate Authority KSRS Act 2012' of the University.

E. Fee for Appeal

50 (Rupees Fifty only) will be charged as fee for first and second Appeals to be credited to the A/c of University of Calicut.

The services and time limit which are not specifically covered in Annexure I will be notified in Second Phase.

This order will come in force with effect from 1st January 2014. The remaining services, which are not included here, will be identified and appropriate notification/s will be issued separately along with the provision for penalty as in the Government of Kerala Notification dated 6-8-2012.

ANNEXURE-1
(Schedule)

<i>Sl. No.</i>	<i>Details of Services rendered by the Branch/Office</i>	<i>Time limit for rendering each service (in clear working days)</i>
(1)	(2)	(3)
A. Exam Branch (BA/B.Com./B.Sc./PG/Professional Course etc.)		
1	Hall Tickets	10 days prior to the commencement of the first examination
2	Duplicate Hall Tickets	1 day from the date of receipt of application
3	Cancellation of Registration of Course/Exam	3 clear working days Alfa numerical (Digital) and 7 clear working days (Numerical) from the date of receipt of application
4	Confidential Mark List	5 clear working days from the receipt of the marks of all subjects and date of approval by Board Meeting
5	Duplicate Mark List	30 days from the date of receipt of application.
6	Rank Certificate (Provisional)	15 clear working days after publication of Result and finalization of revaluation
7	Provisional Certificate	5 clear working days for Alfa numerical (Digital) and 25 clear working days for Numerical after publication of result
8	Provisional Certificate and consolidated Marklist for B.Tech.	30 clear working days after publication of result
9	Degree Certificate (Fast Track/Special mode)	45 clear working days after awarding the Degree by the Senate in current cases Alfa numerical (Digital) and 60 days for old and numerical cases
10	Duplicate Degree Certificate	45 clear working days for Alfa numerical (Digital) and 60 clear working days for Numerical
11	Final Rank list	30 clear working days after finalization of revaluation.
12	Result Modification	10 clear working days from the date of application
13	Statement of marks for BA	15 clear working days
14	Official Transcript and Genuineness Verification	20 clear working days for Digital Data Base 30 clear working days for numerical
15	Provisional Certificate/ Consolidated Grade Card of result	30 clear working days from the date of publication
16	Extract from the Register of Candidates (for Abidi Fazil and Afzal-ul-ulama)	5 clear working days after receipt of application
17	Diploma Certificate (for Abidi Fazil)	10 clear working days after receipt of application
18	Other miscellaneous certificates like course completion/date of publication certificate etc	5 clear working days from the date of application
B. Directorate of Research		
19	Ph. D. Degree Certificate	30 clear working days from the date of receipt of application
20	Provisional Certificate	7 clear working days from the date of receipt of application
21	Genuineness/ Official Transcripts	7 clear working days from the date of receipt of application

(1)	(2)	(3)
22	Pass Memo for Ph. .D. Preliminary Qualifying Exam (PQE)	7 clear working days from the date of receipt of application
23	Registration Order for Ph. D. Programme	30 clear working days from the date of receipt of application
24	Memo for converting Part Time to Full time Research and full time to part time Reasearch	7 clear working days from the date of receipt of application
25	Memo recognizing Research guide	14 clear working days on receipt of the remarks from the concerned authority
26	Other Certificate	7 clear working days from the date of receipt of application

C. Directorate of Self Financing Courses

27	Experience Certificate	7 clear working days from the date of receipt of application
28	No Objection Certificate	7 clear working days from the date of receipt of application
29	Transfer Certificate	7 clear working days from the date of receipt of application

D. Equivalency (EQ & MG Section)

31	Migration Certificate	10 clear working days from the date of receipt of application
32	Equivalency Certificate	10 clear working days from the date of receipt of application if the course is approved by the University

E. General and Academic Branch

33	Certificate for effecting change of Name	7 clear working days from the date of receipt of application
34	Exemption from the production of attendance Certificate Part I, Second Language for Pre-Degree, BNB.Sc/B.com.	7 clear working days from the date of receipt of application
35	College Transfer Certificate	7 clear working days from the date of receipt of application
36	Certificate for change of complementary course	7 clear working days from the date of receipt of application
37	Condonation of attendance shortage	7 clear working days from the date of receipt of application

F. General and Academic Branch II & Administration Branch

38	No Objection Certificate	7 clear working days from the date of receipt of application
39	Employment Certificate	7 clear working days from the date of receipt of application

(1)	(2)	(3)
40	Experience Certificate	7 clear working days from the date of receipt of application
41	Service Certificate	7 clear working days from the date of receipt of application
42	Character and Conduct Certificate	7 clear working days from the date of receipt of application

G. School of Distance Education

43	Course Certificate	7 clear working days from the date of receipt of application
44	Duplicate Certificate	7 clear working days from the date of receipt of application
45	Transfer Certificate	7 clear working days from the date of receipt of application

H. Teaching Departments

46	Issuance of Transfer Certificate and Conduct Certificate	3 days from the date of receipt of application from student
47	Refund of Caution Deposit	3 days from the date of receipt of non dues amount from student

The time limit as per annexure will be applicable only in the case of applications which are in accordance with the rules and regulations applicable.

(Sd.)
Registrar.
